

Administrative Procedures

W D C (ADV) -- S O P

TRANSPORTATION

Assigned Jeeps:

GHQ No 46

Tech Intel

Drivers for these jeeps will be in the office or in front of the building.

***Notice of use of the above jeeps should be given the Executive Office so that their locations are known at all times.

ATIS Jeeps and Other Transportation:

ATIS vehicles should be requisitioned on "Daily Motor Vehicle Request" Form at least 24 hours in advance of use.

Emergency or rush requirements may be made through Capt O'Donnell, Office of Hq Comdt.

WDC Exec Office should be informed of such action, or requested to take such action.

Train Reservations:

These are made only on orders, through Lt Thomas or the Exec Office. RTO at RR Station processes these requests.

AIR Transport:

Arranged only on orders, through Lt Thomas or the Exec Office.

(Travel Authority ATC blanks are to be filled out in duplicate and presented and processed at ATC Ticket Office.)

WDC (ADV) -- S O P

REQUESTS

"All requests for additional installations such as telephone service, furniture, repairs, etc. or the removal thereof will be submitted to the office of Headquarters Commandant in writing." (ATIS Hq Comdt Memo 1 Dec 1945)

In compliceance with the above, WDC (Adv) requests will be made through its Executive Office. A rough draft of the request may be submitted.

SUPPLIES

Office supplies will be requisitioned on ATIS Supply form, or by informal letter signed by WDC officer.

RATIONS

Rations are requisitioned by form letter signed by Executive Officer.